

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
PUBLIC MEETING
Date: July 27, 2015
Time: 4:00 p.m.
Location: Central Library Board Room

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Kerria Randolph, James VanderRoest, and Valerie Wright

Absent: Lisa Godfrey, Cheryl TenBrink

CALL TO ORDER:

President Caple called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was approved.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

No recognitions, resolutions, or communications.

II. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

III. CONSENT CALENDAR

A. *Minutes of the Meeting of June 22, 2015*

B. *Personnel Items*

IV. FINANCIAL REPORTS

A. *Financial Reports for the Month Ending June 30, 2015*

Recommendation: Director Rohrbaugh recommended the Board accept the Financial Reports for the month ending June 30, 2015.

Discussion: Director Rohrbaugh stated that although these reports refer to the last month of the fiscal year 2014 - 2015, this is not the final financial report for that year. D. Schiller has noted in the report there are still a handful of invoices and accruals yet to be booked. Additionally, D. Schiller is beginning to prepare for the annual audit set to begin in August. J. VanderRoest commented this financial report represents what the board has come to expect from the June report.

MOTION: R. BROWN MOVED AND V. WRIGHT SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE MONTH ENDING JUNE 30, 2015.

MOTION CARRIED 5-0.

V. REPORTS AND RECOMMENDATIONS

RECOMMENDATIONS:

A. Revised Registration Policy

Recommendation: Director Rohrbaugh recommended board approval of the attached *Registration Policy* with changes shown, to be effective upon approval.

Executive Summary: Earlier this year, a Library Card Task Force was convened to examine our library card policies and procedures with a particular emphasis on juvenile cards.

The Task Force surveyed other libraries and deliberated at length among themselves and with other staff. They specifically considered the challenges of parental abuse of their child's card resulting in a blocked card, advantages and disadvantages of requiring a parent to sign for a child to have a card, and the national push, led by President Obama, for all children to have a library card.

The recommendation is for two juvenile cards as shown in the proposed policy: a traditional card which would now require a parent to sign and a limited card for children with a blocked card with little hope of clearing it or for children without a parent to sign. Older children who visit the library alone would be able to acquire a library card without an adult.

The limited card would enable us to give cards in non-traditional situations and help teachers get cards for students who through no fault of their own have a blocked card. To receive this card, children with blocked cards would need to have a conversation about their account with a staff member. This card is not temporary; it would expire annually and be eligible for renewal.

While reviewing the policy, the Task Force also realized it was logical to change the length of the card for those without a permanent address from four weeks to six weeks, to match two circulation periods.

Upon board approval, we will finalize some changes in registration procedures, be sure all staff are well informed of these changes, and inform schools within our service area of the limited card option.

MOTION: J. VANDERROEST MOVED AND R. BROWN SUPPORTED THE MOTION TO APPROVE THE ATTACHED REGISTRATION POLICY.

Discussion: J. VanderRoest suggested changing instances of the word "free" as it pertained to obtaining a library card to "without charge". He stated this distinction was appropriate in order to reflect tax-payer support of the library system.

J. VanderRoest additionally requested examples from library staff of how a parent, under the current system, might abuse their child's card. Director Rohrbaugh said the most common method of abuse is for parents to use their children's card to check out materials, typically DVDs, and then accrue late fees or fail to return the items at all. This results in fines which their children are unable to pay, and as a result, their access to library materials and services is

limited through no fault of their own.

President Caple asked how frequently these situations occur. Director Rohrbaugh asked for input from Gary Green, Sue Warner, and Jennifer Cornell. G. Green stated it occurs frequently and the aforementioned method of abuse can generally be inferred by examining a patron's account. J. Cornell agreed and stated she has seen parents obtain a library card for their six month old child and immediately check out R-rated movies using the child's account.

R. Brown asked whether there is an item limit on traditional cards. Director Rohrbaugh stated there is no limit. R. Brown then asked whether we have considered what happens in the event of a parent objecting to their child obtaining a limited card. Director Rohrbaugh asked Sue whether the Library Card Task Force explored that possibility. S. Warner confirmed they had, and the current encouraged response is to attempt to explain to concerned parents why it is beneficial for a child to have a library card.

G. Green stated an update on the changes to the *Registration Policy* would be given after six months.

MOTION CARRIED 5-0.

B. MERS Delegates

Recommendation: Director Rohrbaugh recommended the appointment of Terry New as the Officer Delegate and the certification of Angelina Rodriguez as the Employee Delegate to serve at the 2015 Municipal Employees Retirement System (MERS) Annual Meeting.

Executive Summary: Beginning in 2004/2005, staff members have attended the annual MERS meeting. With so many KPL employees enrolled in MERS, we feel it is important for us to participate in the system. In the past we have sent both an officer and employee delegate to attend the MERS annual meeting.

The officer delegate must be appointed by official action of the Board to serve and the employee delegate must be elected by ballot and certified by either the chief administrative officer or a member of the governing body. Angelina Rodriguez will serve as the employee delegate and Terry New will serve as the officer delegate. The MERS Annual Meeting will take place October 8-9.

MOTION: J. VANDERROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPOINT TERRY NEW AS THE OFFICER DELEGATE AND CERTIFY ANGELINA RODRIGUEZ AS THE EMPLOYEE DELEGATE TO SERVE AT THE 2015 MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) ANNUAL MEETING.

Discussion: No discussion.

MOTION CARRIED 5-0.

REPORTS

C. Director's Goals

Report: Director Rohrbaugh introduced ten goals, based on the previously submitted Action Plans for 2015 -2016 in which she will either be heavily engaged or views as overarching goals for the library system for the next year.

Discussion: V. Wright asked about the goal to reinvigorate Teen Services. Director Rohrbaugh stated that goal is related to the search for a new Teen Librarian, following Stewart Fritz's transfer to the Children's Librarian position. She also said that goal is related to an Action Plan item which seeks to restructure the Teen Advisory Board.

K. Randolph asked for details regarding Director Rohrbaugh's goal to continue to look for ways to expand the library's partnership with Kalamazoo Public Schools. She stated that an upcoming meeting with Michael Rice would hopefully result in some specific plans. She added that at the American Library Association annual conference, there were reports from libraries operating within school districts in which all students are given mobile devices of some sort, ie: chromebooks, ipads, etc. She plans to ask Dr. Rice if anything similar is in the works at KPS. Additionally, she plans to report to him the changes to the Registration Policy and share her satisfaction regarding a recent visit from Kalamazoo Central High School seniors.

J. VanderRoest requested an explanation of the 'commercially available data' KPL plans to utilize in order to better understand our community and provide appropriate services. Director Rohrbaugh stated vendors such as ReferenceUSA, tend to collect demographic data on communities which they then make available to libraries.

J. VanderRoest also asked about the move to ADP for payroll and HR services, and how that would impact operations in the business office. Director Rohrbaugh asked Diane Schiller for an explanation. D. Schiller indicated that it was a move to consolidate payroll and HR services, provide smooth transitions for initiatives such as the Affordable Healthcare Act, and allow staff unprecedented access to their own information. President Caple added that his company uses ADP and it has resulted in effective streamlining of the functions discussed by D. Schiller.

K. Randolph raised a question regarding Director Rohrbaugh's work towards the goal of developing and instituting an antiracism institutional action plan. Director Rohrbaugh stated she plans continue working with the Antiracism Transformation Team in order to keep their goals front and center for the Board of Trustees and staff.

Disposition: Trustees thanked Director Rohrbaugh for her report.

D. Fourth Quarter Strategic Planning Statistics

Report: Director Rohrbaugh shared the year-end strategic planning statistics for FY 2014 – 2015. She also stated work will begin shortly to determine the target numbers for the individual goals for FY 2015 – 2016 and indicated the possibility that after years of impressive growth in certain categories, it is reasonable to assume some of those figures are experiencing diminishing returns. The possibility of 'topping out' will be taken into consideration in setting the targets for the next year.

Discussion: V. Wright said she thought the Teen and Technology surveys attached to the statistics were interesting and helpful. J. VanderRoest agreed with Director Rohrbaugh's assessment that uninterrupted yearly growth at a given percentage rate will become

unsustainable at some point. He also commented that he was very impressed by the Local History statistics, which indicate that even more people are using the digitized collection on KPL's website than we had anticipated.

Disposition: Trustees thanked Director Rohrbaugh for her report.

E. ONEplace Update – Thom Andrews

Report: Director Rohrbaugh introduced T. Andrews. He began by thanking the library for fantastic in-kind support of ONEplace. He explained that the report he was about to give is a version of the annual report he provides to donors. He went on to say that the 2014 – 2015 year constituted the second of a three year plan, the primary goal of which is to organize the various lines of activity in which the ONEplace is engaged into a comprehensive leadership program.

Among the highlights from the last year, the first he wished to discuss was the Leadership Academy. It started three years ago and last year was evaluated and compared to similar programs around the country. The academy meets once per month for a full-day session ten times a year.

In terms of programming at the library, there has been a focus on high-level management-track training seminars. The response has been positive; average attendance and repeat attendance is up. There has also been a focus on peer-learning groups, working with different approaches to further refine the programs. Lastly, until recently, the ONEplace offered a series of webinars in which attendees would gather at KPL to take part in the webinar and then discuss. They are now focusing on remote attendance of these webinars, and have found that removing the requirement of physical attendance has approximately tripled the number of attendees.

As a final thought, T. Andrews offered his assessment that ONEplace has matured as an organization, is well-situated moving forward, and still has room to grow.

Discussion: President Caple asked whether T. Andrews believes the increased attendance at programs and webinars is due to both time constraints on the part of the attendees as well as a desire for collegiality amongst peer groups. T. Andrews said he did think so, and the ONEplace is attempting to be sensitive to a number of dynamics regarding learning opportunities by being willing to try new things.

V. Wright asked what went into the decision to move to a year-long format for the Leadership Academy. T. Andrews said the model is based on a number of other similar and successful programs combined with feedback from focus groups. He said it's important to understand when planning these sessions that best practices change over time.

Disposition: Trustees thanked T. Andrews for his report.

F. Circulation Turnaround Time – Jennifer Cornell

Report: Director Rohrbaugh introduced J. Cornell, Circulation Supervisor. J. Cornell distributed a handout which detailed data gathered over a period of eleven months. The data included hours scheduled for dedicated shelving purposes, total number of cart-loads of books shelved, and total number of discharges. From this data, J. Cornell was able to obtain calculations regarding items shelved per day, carts per hour, etc.

J. Cornell also explained how schedules for shelvees are drawn up, based on a demand for their services dependent on the day of the week. A commitment to efficiency and support from other departments in the library has resulted in a two to four hour turnaround time from the point at which an item is returned to the point at which it is reshelfed. This is compared to a 24 to 48 hour turnaround time that existed prior to the Circulation department's application of LEAN principles to their workflow.

Discussion: No discussion.

Disposition: Trustees thanked J. Cornell for her report.

G. Legislative Update – Diane Schiller

D. Schiller began by explaining that both the House and the Senate are adjourned until mid-August. She then explained there was recently movement on three items previously reported upon.

The first is the Michigan Election Law, which has been amended to eliminate the February election date, except during Presidential election years in which a special election at that time will occur.

The second is the Local Government Labor Regulatory Act which prohibits a local government body from adopting, enforcing, or administering an ordinance that would supersede state and federal laws regarding minimum wage, paid/unpaid leave, or other benefits which would impose a cost on an employer. That act was enrolled in mid-July.

Thirdly, the General Property Tax has been amended to revise the exemptions for personal property. It specifies timing and requirement of affidavit claiming exemption.

A new revision to the Emergency Municipal Loan Cap has been enacted which increases the loan cap for counties, cities, and villages from \$35 million to \$48 million. The loan cap for school districts has also been increased from \$50 million to \$70 million. This is likely in response to communities and districts in need of emergency loans.

The legislature is currently discussing the condition of Michigan roads and the various ballot proposals for 2016. These include an increase of the Corporate Income Tax to pay for roads, a push to repeal the state's prevailing wage, a number of marijuana legalization initiatives, regulations on hospital charges, and a fracking ban.

In response to the recent shooting in Tennessee, a proposal is in the works to allow uniformed members of the military to carry concealed weapons in the state's pistol-free zones.

Lastly, the Michigan Court of Appeals ruled the Michigan Employment Relations Commission committed a material and substantial error of law in dealing with a union and Faust Public Library during a labor-relations dispute and has remanded the case for further action.

VI. COMMITTEE REPORTS

A. Finance and Budget Committee – No meeting.

B. Personnel Committee – No meeting.

C. Fund Development and Allocations Committee – No meeting.

D. Director's Building Advisory Committee – No meeting.

VII. OTHER BUSINESS

A. Director's Report

Report: Director Rohrbaugh began her report with an explanation of the possibility of the installation of a snowmelt system along South St. in front of Central Library. There was a discussion about the feasibility of this three years ago, and it was determined the boiler currently being used for this section of the city was insufficient to provide snowmelt along that section of road. A new city engineer has reported that does not seem to be the case, provided new heat exchangers were installed.

The City of Kalamazoo is discussing the renovation of the sidewalk outside the building adjacent to the library. The building's owner has been reluctant to install snowmelt as part of this process. A meeting between the city and the owner of the building will be taking place soon. In the event that the owner decides to install snowmelt, the library would then have the opportunity to hook into that system for an estimated cost of approximately \$150,000 with an ongoing maintenance of approximately \$4,000 per year.

Director Rohrbaugh then directed Trustees' attention to a number of items on the Director's Report, and reminded them that KPL Staff Committee Annual Reports were attached for their review. She noted that a number of summer programs for school-age kids were listed in the report as well.

She reported KPL digital offerings in Hoopla have expanded through a number of vendors and resulted in a new monthly record of 2,176 circulations in June.

She then encouraged Trustees to set aside some time to explore the Local History digital collections which are of considerable volume.

Director Rohrbaugh also highlighted an item regarding an update on the KRESA cloud server hosting project. Timing will be dependent on the installation of fiber at the corner of Rose and Lovell. KPL staff has been busy doing preliminary work in order to prepare for the switch.

Discussion: R. Brown asked about the turnover in Hub interns mentioned in item #13. Director Rohrbaugh stated that item primarily made the report because of the associated delay in start-up of 3D printer services, set to begin in late summer or early fall. She said there is often a high turnover rate in hourly positions in general.

R. Brown also asked about the process of better cord management at public PCs and whether that was tied to wireless connectivity. S. Lindemann stated this was a project undertaken by FM, the goal of which was to minimize cord on the ground, making the areas much easier to clean and enhancing the aesthetics of the affected areas.

V. Wright said she was pleased to hear that staff from KPL had been visiting other libraries in Michigan to promote LEAN principles. She also said it was interesting to hear how division of labor was being conducted regarding the administration of the various KPL social media accounts.

J. VanderRoest expressed interest in attending and contributing to events put forth by the Social Activities Committee. He also asked about how the dedicated Minecraft server was being set up. K. King stated it was a dedicated server, but was located elsewhere, and teens would connect to it remotely.

V. Wright asked about an idea from Innovation Team to develop a Kalamazoo wiki. K. King replied it would essentially be a knowledge portal which could be accessed to provide information on all sorts of locations, activities, and services in Kalamazoo. Lastly, she said she thought it was great that hourly staff were being compensated for attending Staff Day.

Disposition: Trustees thanked Director Rohrbaugh for her report.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

No one addressed the Board.

IX. COMMENTS BY TRUSTEES

- V. Wright said the Staff Committee Annual Reports were very valuable and are an excellent way to help trustees understand exactly what is occurring holistically around the library and within the individual teams.
- K. Randolph expressed his satisfaction with KPL summer programming for school age children.
- R. Brown had no comments.
- J. VanderRoest said that while viewing the check warrant he noticed the final payments of wages to Calvin Chao. He asked if the library had officially extended condolences to Calvin's family. Director Rohrbaugh said the library had indeed done so.
- President Caple said the recent Moxy Strings concert was awesome. He also stated that his son and one of his son's friends recently came to town to see a recital by KPL staff member Renee McDonald, which he described as an incredible demonstration of her vocal talents. Regarding Renee's departure from KPL on July 31st, he said it was his hope that she is sent off well.

X. ADJOURNMENT

Hearing no objection, President Caple adjourned the meeting at 5:24 P.M

X _____
Robert Brown
Secretary